



## MILITARY and ON-DUTY CIVILIAN Accident and Injury Reporting Requirements



**Report a mishap regardless of how minor the damage or injury.**

Completed reports should be forwarded to the Installation Safety Office, Bldg 12010, within 14 calendar days of the incident.

**The Soldier is considered to be on-duty if one of the following conditions exists:**

- Physically present at any location where work is performed.
- Activities incident to normal work activities such as lunch or rest breaks.
- Transported by DoD, commercial, or private conveyance for the purpose of performing assigned work.
- Reimbursable travel in POV for TDY.
- Compulsory physical training or sports.

**An on-duty injury or illness (military or civilian) is recordable to the Combat Readiness/Safety Center if the mishap results in:**

- Death or permanent disability
- Days away from work or a trainee is unable to train.
- Restricted work (physical profile) or temporary transferred to another job.
- Medical treatment beyond first aid.
- Loss of consciousness for any length of time.
- Significant injury or illness diagnosed by a licensed health care professional.
- Administration of O<sub>2</sub>, IVs, prescription medication, or physical therapy.
- Aggravation of injuries or illness sustained prior to military service.
- Contaminated by another person's blood or potentially infectious material.

**The Soldier is considered to be off-duty if one of the following conditions exists:**

- On leave.
- Traveling before and after, to and from official duty or TDY station.
- Voluntary installation team sports
- TDY at no cost to the government.
- Lunch or rest break engaged in activities unrelated to eating or resting.

**An off-duty injury or illness is recordable to the Combat Readiness/Safety Center if the mishap results in:**

- Death or permanent disability
- Days away from work or a trainee is unable to train.
- Restricted work (physical profile) or transferred to another job
- Medical treatment beyond first aid

The following are minimum requirements for reporting military and civilian injuries or fatalities. Instructions and forms can be found on the Installation Safety Office website, the CRC website, or in Pure Edge form filler. (765-3861)

- **For an emergency during duty or non-duty hours, dial 911.**
- **Class C and D: Injuries and illnesses that cause loss of time from work or restricted duty beyond the day or shift on which it occurred, required medical treatment beyond first aid, or damages less than \$500,000.** The supervisor who has firsthand knowledge of the incident will complete Section 1 of the Record of Injury form, Fort Lee Form 1051, and instruct the Soldier/employee to take the form to the treating physician, and return with the form after the treating medical provider indicates duty status on the bottom of the form: days off, restricted duty, or return to full duty. The unit to which the Soldier/employee or equipment is assigned will submit a completed Abbreviated Ground Accident Report, DA Form 285-AB-R, through the chain-of-command to the Installation Safety Office within 14 calendar days of the incident. In the case of a first aid injury with no lost time or restrictions, the Fort Lee Form 1051 is sufficient for accident reporting to the Installation Safety Office.
- **Class A and B: Any accident resulting in death, permanent total disability, permanent partial disability, or damages \$500,000 or more.** The supervisor who first becomes aware of the accident will, through their existing chain-of-command, immediately notify the Fort Lee IOC at 734-1584. The IOC will notify the Installation Safety Office Director. Use the worksheet Telephonic Notification of Ground Accident, DA Form 7306-R, for the initial reporting requirements and forward to the Installation Safety Office as soon as possible on the day of the incident. The Installation Safety Office will notify the Combat Readiness/Safety Center. The unit to which the Soldier/employee or equipment is assigned will follow-up by submitting a completed a US Army Accident Report, DA Form 285, to the Installation Safety Office.



## MILITARY and ON-DUTY CIVILIAN Accident and Injury Reporting Forms



### **Civilian Reporting – report the injury even if no Workers' Compensation claim is filed.**

When a civilian employee receives an on-the-job injury or occupational illness, the supervisor will encourage the employee to report to Occupational Health Clinic with a Fort Lee Form 1051 for assessment of the injury. Once the injury is assessed, the employee may choose treatment from the Clinic or a private medical provider. If the employee wants to file a workers' compensation claim, employees and supervisors will use electronic filing through the Office of Workers' Compensation Program's EDI web-based system at [www.abc.army.mil](http://www.abc.army.mil). Call Fort Riley, KS, Army Benefits Center, Civilian Injury Compensation Branch (ABC-C-IBC), 1-866-792-7620, for information and assistance.

#### **The following are the forms for reporting injuries or fatalities.**

- The In the case of a first aid injury with no lost time or restrictions, the **Record of Injury form, Fort Lee Form 1051** is sufficient for accident reporting to the Installation Safety Office, Bldg 12010, within 14 calendar days of the incident.
- To **report injuries** resulting in medical treatment beyond first aid, lost time, or duty restrictions, **OR** to **report damages** to Army property involving \$2000 or more, the supervisor will submit an **Abbreviated Ground Accident Report (AGAR), DA Form 285-AB**, to the Installation Safety Office, Bldg 12010, within 14 calendar days of the incident.

**For assistance or more information, contact the Installation Safety Office, 765-3861 or website:**

#### **Record of Injury, FL Form 1051**

<http://www.lee.army.mil/safety/safety.forms.aspx>

#### **CRC, Abbreviated Ground Accident Report, DA Form 285-AB-R**

<http://www.lee.army.mil/safety/safety.forms.aspx>